SCEIS
South Carolina Enterprise Information System

Prepare for and Complete an
Instructor-led Course in MySCLearning

1

Log in to MySCLearning and open the *Learning* page

Log in to https://myscemployee.sc.gov with your SCEIS user ID and password. Click the *MySCLearning* tab. Open the *Learning* page.

2

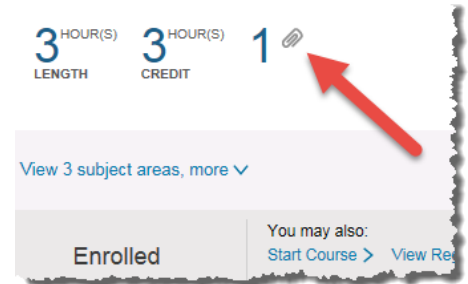## Print your course materials

Find your course in *My Learning Assignments* or in *Self-Assigned*.
Click *More* to expand the course information.
Click the *paperclip* icon.
Read the "Start Here" document. We recommend that you print it.
One by one, open and **print** all other documents, and **bring them with you to class.**

> **TIP:** *Your course materials will be available for you to print at least one week in advance of the class. Printed copies will not be provided in class.*

3

Follow the instructor's directions for *Assessment* and *Evaluation*

The instructor will tell you when to log into MySCLearning to take the *Course Assessment* and complete the *Course Evaluation*.
Repeat the Assessment if needed to achieve the benchmark of 70% or better.
When you reach the benchmark, the Evaluation, labeled *Survey: Course Feedback*, unlocks.

> **TIP:** *To ensure your coursework is recorded, close the active window when you reach the end of a task and click "Return to Content Structure" to launch the next task. It won't launch until you have fully completed the previous one. Do NOT use a Back button.*

4

View, download or print your *Certificate*

Scroll to the end of the Content Structure to see your now-unlocked *Certificate*.
To view, download or print it, click the *Print* icon.
Later, you can print the certificate from your *Learning History* tile.